 <p style="text-align: center;"><b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b></p>		<p><u>POLICY NUMBER:</u></p> <p style="font-size: 2em; font-weight: bold;">130.01</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">2</p>
<p><u>CHAPTER:</u> <b>Administration and Management</b></p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> <b>WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.;</b></p>		
<p><u>SUBJECT:</u> <b>Physical Agility Testing for Correctional Officers</b></p>			
<p><u>DATE:</u> <b>January 1, 2015</b></p>			

## POLICY

It is the policy of the West Virginia Division of Juvenile Services to maintain a mechanism that ensures physical agility testing is conducted in accordance with the position specifications for Correctional Officers.

## CANCELLATION

This Policy has been reviewed and supersedes Policy 130.01 dated July 1, 2011.

## APPLICABILITY

This Policy applies to all Division of Juvenile Services' correctional officers/youth specialists.

## PROCEDURES

1. Prior to an offer of employment, all Correctional Officer applicants must successfully complete a physical agility test. Division staff administering said test must ensure the applicant submits a written physician's approval prior to taking the test.
2. Additionally, in order for a Correctional Officer to maintain himself/herself in an optimum position for any future Correctional Officer promotions, he/she shall successfully complete a physical agility test. Any employee who wishes to interview for a ranking position must have passed a physical agility test by the date of the scheduled interview.
  - a. The physical agility test will be scheduled quarterly by their facility's Field Training Officer (FTO) and it is the employee's responsibility to contact the FTO to schedule their test on one of those dates. Testing notification shall be given to Correctional Officers five (5) days in advance of the date of the testing.

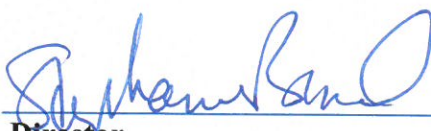
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- b. Additionally, a physical agility test will be scheduled when a ranking position is posted and any employee who wishes to apply but needs to complete a physical agility test must do so before their interview for that position.
  - c. Staff members who are currently trained and certified in CPR/First Aid shall administer the physical agility test.
3. Instructions/descriptions of the physical agility test are included in this policy (Attachment #1).
4. Passage of the annual physical agility test shall be effective for twelve (12) months.
5. All records of physical agility testing will remain in the employee's training file.
6. For standardization purposes, the altering of any format to any Division policy attachment is prohibited, other than to complete the information required on the form itself.
7. This policy will be adopted in its entirety and the facility will not create an operational procedure.

### **RIGHTS RESERVED**

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

**APPROVED:**

  
**Director**

  
**Date**

## **PHYSICAL AGILITY TEST**

### 1. Physical performance agility, dexterity, and coordination test for Correctional Officers.

#### a. The following are examples of job functions of Correctional Officers, and why physical agility, dexterity and coordination are requirements of the position.

- i. Agility
  - Changing a tire on a vehicle
  - Chase an Escapee
  - Wrestle combative subject
  - Defend self and others
  - Evacuate disabled persons
  - Prevent escapes
- ii. Dexterity
  - Apply and remove restraints
  - Manually open doors under adverse conditions
  - Operate electronic control devices
- iii. Coordination
  - Control of housing unit
  - Work for extended periods of time under varied/adverse conditions
  - Defend self and others
  - Chase an escapee
  - Prevent an escape

### 2. **Warm-Up Exercises**

#### a. Purpose

- i. It is important that each examinee engage in a series of mild warm-up exercises designed to promote relaxation, flexibility, and gradual conditioning to strenuous physical activity before attempting the Physical Agility Tests.
- ii. Sudden exertion can cause heart attacks, even among persons in good physical condition. However, this risk can be minimized through the use of warm-up exercises. The warm-up exercises also stretch and loosen tight muscles, thus minimizing the risk of injuries during the tests. When performing these exercises, applicants should be told to stretch, not bounce, and to begin performing each exercise in a relaxed manner.

b. Administrative Support Requirements

i. **Facilities** – An open space approximately 6' x 9', for each applicant.

ii. **Equipment** – Gym mats

iii. **Personnel** – One (1) exercise leader

c. Warm-up Exercises - The test administrator will ensure a minimum of five (5) minutes for warm-up exercises are given to each candidate before the test is administered. Examples of warm-up exercises are stretching, cardiovascular and bending.

**Note:** Prior to each of the agility tests, inform examinee of the minimum score requirements, but also state: "We would like to see how well you can do."

3. Physical Agility Test

a. **Vertical Jump Test**

i. Purpose

1. The vertical jump test is designed to measure an officer's "explosive strength". That is the ability to gather and expend a maximum amount of physical energy in one or more powerful bursts of short duration.
2. This ability is used by Correctional Officers in tasks such as escaping/avoiding an attack by a resident, subduing a physically aggressive resident, separating residents who are fighting and chasing escaping residents.

ii. Administrative Support Requirements

1. **Facilities** – An open space approximately 6' x 6', adjacent to a smooth wall at least 10' in height.

2. **Equipment** –

- a. a sheet of blank paper (e.g., a dark desk blotter), at least 24" x 36"
- b. a yardstick or measuring tape
- c. a container of carpenter's chalk dust
- d. a chair or stepladder

- e. masking tape
- f. a small cup or dish

3. **Personnel** – One (1) examiner

iii. Test Descriptions

1. **Preparation** – Position the examinee so that one side of their body is right next to the wall used in the test. The examinee may stand with either their right or left side next to the wall, whichever is more comfortable.

Have the examinee extend their arm above the head as high as possible without lifting the heels off the floor and touch the wall. The examiner should visually mark the height reached by the examinee and then position the sheet of paper (long side vertical) so that when the examinee extends the arm, the fingers will touch the paper somewhere near its bottom edge. The paper should then be held in place by masking tape.

2. **Testing** – Pour some of the carpenter's chalk into a cup or dish and have the examinee dust their fingertips with the chalk. Again, have the examinee extend their arm above their head and touch the paper with their fingertips at the height of their reach. The chalk will leave a mark, the "Reach Distance".

The examinee should then re-dust their fingertips with chalk, crouch halfway down, and jump as high as they can, touching the paper with their fingertips at the peak of their jump.

The examinee should not take a running start before jumping. The test score is derived by measuring the vertical distance between the top of the mark, indicating examinee reach distance and the top of the mark, indicating the jump distance.

**Note:** It is extremely important that only the vertical distance between the two (2) points be measured.

The examinee repeats the test twice. All three (3) scores should be recorded to the nearest ½ inch.

iv. **Performance Standard**

All applicants – 9” minimum

Examinees who fail to meet the jump test standards on their first three (3) jumps should be allowed to retake the jump test after completing the other agility tests.

4. **PUSH-UP TEST**

a. Purpose

- i. The push-up test is designed to measure the examinee’s “dynamic strength”. This is the ability to resist fatigue when muscles are stressed repeatedly or continuously.
- ii. Correctional Officers need this ability to perform such tasks as restraining an aggressive resident and physically separating residents.

b. Administrative Support Requirements

- i. **Facilities** – An open space approximately 6’ x 9’
- ii. **Equipment** – A gym mat, stop watch or wrist watch, with a sweep second hand.
- iii. **Personnel** – One (1) examiner

- c. Test Description – This is a timed test. Examinee uses their knees as the pivot, rather than their toes. Instruct examinee to keep their back and hips in a straight line, not arched.

d. Performance Standard

Eight (8) repetitions in one (1) minute.

**Note:** Examinees who fail to perform the minimum number of repetitions will complete the sit-up and agility run tests, then be given a second opportunity to pass the push-up test.



## 5. SIT-UP TEST

### a. Purpose

- i. The sit-up is a measure of muscular resistance to fatigue (an officer's "dynamic strength"). The sit-up test measures the condition of abdominal muscles.
- ii. The sit-up test involves muscles of the arms and upper torso (back, chest, and shoulders).

### b. Administrative Support Requirements

- i. **Facilities** – An open space approximately 6' x 9'
- ii. **Equipment** – A gym mat, a stopwatch or wristwatch with a sweep second hand
- iii. **Personnel** – One (1) examiner and one person to assist

### c. Test Description

- i. Have the examinee lie face upward on the mat. The examinee's legs should be bent at the knee, with the feet drawn in toward the buttocks as far as is comfortable. The arms will be crossed at the examinee's chest. The feet and knees should be together. This is the starting position.
- ii. The assistant should kneel at the examinee's feet and press down firmly on the feet so that when the examinee starts the exercise, their feet cannot lift off the floor. The assistant will keep count of sit-ups completed. A sit-up is completed each time the examinee's forearms touch their thighs, with the forearms remaining on the chest.
- iii. The examiner with the stopwatch should say "GO!" and start their watch. On that signal, the examinee must sit up by curling their backs, then touch their forearms to their thighs. The examinee should then uncurl slowly until they return to the prone starting position.
- iv. The examinee should then complete as many repetitions as possible within the minute allowed. After 45 seconds, examiner will tell the examinee, *"You have 15 more seconds"*. At the end of one minute, the examiner should say "STOP!" ending the exercise.
- v. The number of repetitions completed within one minute constitutes the examinee's score.

d. Performance Standard:

15 repetitions in one minute

**Note:** Examinees who fail to perform the minimum number of repetitions should complete the agility run test. They may then be given a second opportunity to pass the sit-up test.

6. **AGILITY RUN**

a. Purpose

- i. The agility run test measures “body coordination”, a complex series of simultaneous body movements involving the ability to change speed and direction quickly while balancing and coordinating actions of arms and legs while the body is in motion.
- ii. Correctional Officers will use this ability to perform tasks such as chasing a resident through a cluttered shop area or over rough terrain, and climbing steps in the units.

b. Administrative Support Requirements

- i. **Facilities** – A clear, unobstructed open space at least 40’ long by 10’ wide. The surface should provide some traction and not be slippery.
- ii. **Equipment** –
  1. Four (4) straight leg chairs or four (4) pylons
  2. 30’ measuring tape
  3. Masking tape
  4. Stopwatch
- iii. **Personnel** – One (1) examiner

c. Test Preparation

- i. Lay out two (2) parallel lines of masking tape 30’ apart. The end of each line should be a minimum of 18” from the nearest wall or obstruction and there should be a minimum of 4’ of open space beyond each line.



- ii. The lines should be at least 8' long. Four (4) chairs/pylons should be set 4' from the starting line; the rest 4' apart and offset from one another, relative to the edge of the starting line.
- iii. The examiner should be stationed adjacent to the starting line in a position from which it is possible to see when an examinee crosses the line. The examiner should hold the stopwatch. The assistant should be stationed adjacent to the other line 30' away (boundary line). Their function is simply to ensure that all examinees actually step across the lines during the test.

d. Test Description

- i. The examinee lies face down on the floor, elbows bent and palms on floor on each side of chest, with the head just short of the starting line.
- ii. As the examiner says, "GO!" and starts the stopwatch the examinee is to rise, sprint 30' to the boundary line and place one foot over the boundary.
- iii. Then, the examinee is to turn and sprint back 30', crossing the starting line.
- iv. Examinee, without stopping, pivots, zigzagging around the chairs, and places one foot over the boundary line.
- v. Examinee then pivots, and sprints 30' to recross the starting line. (Touching of chairs is permissible.) As the examinee recrosses the starting line, the examiner should stop the stopwatch.
- vi. The examinee's score is the time, in seconds, taken to complete the course.

e. Performance Standards

- i. Completion of the course in 30 seconds or less.
- ii. The examiner should record the time, in seconds, required by the examinee to complete the course.

## CORRECTIONAL OFFICER

### PHYSICAL AGILITY TEST RATING FORM

Instructions: Fill in the examinee's name, date of birth and sex in the space provided below. Also, fill in the name of the facility at which the test was administered and the date of the test.

_____ Examinee's Name	_____ Sex	_____ Date of Birth
_____ Facility	_____ Date of Examination	

As the examinee completes each of the prescribed exercises, record the score achieved in the appropriate space.

Upon completion of the last exercise, or upon the examinee's failure on an exercise, have the examinee review and sign the form. The examiner must also sign the form.

#### I. Vertical Jump Test

Performance Standards: (one out of three trials)	PASS	FAIL
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Applicant	9 inches minimum	_____	_____
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ACTUAL RESULTS:	1 <sup>st</sup> Trial	_____
	2 <sup>nd</sup> Trial	_____
	3 <sup>rd</sup> Trial	_____

#### II. PUSH-UPS (one minute, timed test)

Performance Standards:	PASS	FAIL
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Applicant	8 Repetitions	_____	_____
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ACTUAL RESULTS:	1 <sup>st</sup> Trial	_____
	2 <sup>nd</sup> Trial	_____

III. SIT-UP TEST (one minute, timed test)

Performance Standards:	PASS	FAIL
Applicant 15 Repetitions	_____	_____
ACTUAL RESULTS:		
1st Trial	_____	
2 <sup>nd</sup> Trial	_____	

IV. AGILITY RUN TEST

Performance Standards:	PASS	FAIL
Applicant 30 Seconds	_____	_____
ACTUAL RESULTS:		
1st Trial	_____	
2 <sup>nd</sup> Trial	_____	

\_\_\_\_\_

\_\_\_\_\_  
Examinee Signature

\_\_\_\_\_  
Date

I certify that the above individual participated and scored as noted above on the each of the named tests.

\_\_\_\_\_  
Examiner's Signature